



ICB Guidelines for PTA Use

The Interagency Coordinating Board (ICB) for Community Use of Public Facilities (CUPF) strongly supports school use for PTA activities, giving PTAs priority scheduling. Some PTA use is free, while other activities are charged nominal fees to cover operating and other related expenses.

The County charges users fees for use of schools to defray the costs of operating the facilities, utilities and to cover other associated costs.

<u>Priority of Use</u>	<u>Free Use</u>
<p>Scheduling is made in the following priority order:</p> <ul style="list-style-type: none">• School's instructional programs• Child Care*• PTA• County & Municipal Recreation Departments• Nonprofit organizations - in County• Nonprofit, non-county based groups with less than 2/3 county residents membership• For-profit organizations <p><i>*Child Care does NOT maintain priority status during summer use</i></p>	<p>Because of its close partnership with MCPS, several PTA activities are considered free use. The FREE use activities include:</p> <ul style="list-style-type: none">• PTA monthly meetings• Executive Board or Committee meetings held in classrooms only• PTA sponsored book fairs held Monday through Friday• PTA bake sales on election days in schools used as polling places (PTAs must secure permission from the Board of Elections) <p>Note: <i>If any of the above activities incur staff costs for cafeteria workers, media services technicians, building service or security staff, the PTA must pay the hourly rate for staff services as outlined in the current Fee Schedule.</i></p>

For priority consideration when should PTA submit requests for use?

Requests received **by August 15th** receive scheduling priority. Requests received after August 15th are processed on a first-come first-served basis and do **NOT** receive scheduling priority.

In general, all user requests must be received a minimum of 14 days prior to a weekday event and 28 days prior to weekend or holiday events. Please note: community user groups will not be cancelled to accommodate PTA events that were not booked in advance.

How should PTAs proceed?

Submit Building Use Forms with full payment or use an online account.

Activities for which Facility/User Fees Apply

The following types of activities **do not** fall within the “free use” category and require fees for use. Payment is required at the time requests are submitted.

- Back to School Picnic
- Back to School Night
- Sock Hops or other Dance Events
- International Night
- Fall/Spring Festivals or Fairs
- Bingo Night (please note that MCPS prohibits awarding cash prizes)
- PTA will pay staff costs associated with very large events requiring extensive set-up/clean-up
- High School After-Prom
- Back To School Sports Activities (e.g., kickball)
- Movie Nights
- Ice Cream Socials
- After school activities (e.g., Piano Class, Chess Club, Ballet Club, etc.)
- FLES and Hands-on Science (via special arrangement between MCCPTA and CUPF)
- Fundraiser Pick-up Afternoon or Night
- Science Fairs

Sponsorship of For-Profit Events by PTAs

When PTAs sponsor for-profit enterprises, for-profit rates will be charged. Nonprofit rates apply in the following circumstances:

- Fee activities intended to recover costs and provide for the sharing of information with no direct promotion of a company or product (e.g., defensive driving, SAT preparation, public service programs, CPR training, and presentations)
- Services provided are directly related to PTA’s mission
- 100% of proceeds go directly back to the PTA
- Payment to CUPF by the PTA
- The PTA assumes all liability (check your insurance as all activities may not be covered)

Did You Know?

- 75% of taxpayers do not have children enrolled in public schools
- No taxpayer dollars are spent on CUPF operations
- CUPF also schedules rooms in libraries and other government buildings, e.g., Executive & Council Office Buildings and Regional Services Centers
- CUPF reimburses individual schools for building staff, utilities, custodial supplies, etc.
- CUPF funded improvements to school security and ballfield renovations

Use this chart to determine the fee & scheduling responsibility for your PTA activity

Note: Requests for all PTA activities must be submitted to CUPF by August 15 to receive priority. After August 15 no community groups will be cancelled to accommodate late PTA requests.

Use	Fee Category	Scheduled By
PTA general monthly meetings <u>must give all dates to CUPF by August 15th</u>	A	CUPF
Executive Board/Committee and school approved PTA groups representing special populations (NAACP, etc.) held in classrooms.	A	CUPF
PTA sponsored scholastic book fairs held Monday through Friday.	A	CUPF
PTA bake sales on Election days in schools being used as polling sites (with approval letter from the Board of Elections)	A	CUPF
Back to School Nights, picnics, sports activities, e.g., kickball, etc.	B	CUPF
Sock Hops or other dance events	B	CUPF
International Night	B	CUPF
Bingo Night (note – MCPS prohibits awarding cash prizes)	B	CUPF
Movie Nights, ice cream socials & similar activities	B	CUPF
After-school activities, e.g., piano class, chess club, ballet club, etc.	B	CUPF
Fundraiser Pickup: afternoon or night	B	CUPF
Science Fairs	B	CUPF
High School After Prom activities	B	CUPF
FLES or Hands-on-Science <u>must be submitted by MCCPTA</u>	B	CUPF
Fall/Spring Festivals or fairs	D	CUPF
Holiday bazaar or shopping night	D	CUPF
Family Portraits	D	CUPF
PTA partnerships with commercial entities that <u>do not</u> advertise or promote the provider/entity	D	CUPF
PTA partnerships with commercial entities that advertise or promote the entity, e.g., SAT classes, fine arts or athletic vendors, etc	F	CUPF
Entities that want to promote their business should book directly with CUPF, e.g., driving classes		



Note: Please see the current Fee Schedule for all category rates. If you have questions regarding rates, please contact the CUPF Program Specialist for your school. School building staff costs (including setup/cleanup) apply on weekends and holidays.

In instances where the fees are collected by a commercial entity or provider, not the PTA, the entity or provider should be the sponsor and submit the Building Use Form to CUPF. Commercial rates (F) are assessed.



Community Use of Public Facilities

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